

ADMINISTRATIVE INTERNAL USE ONLY

DATA CENTER OPERATIONS BRANCH

NDS OPERATIONS PROCEDURE MANUAL
No. P-C015

HARDWARE
4 October 1984

CENTRALIZED SUPPLY SYSTEM (CSS) MICRODATA 4700

SYMBOLIC TITLE: None

ORIGINATOR

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DISTRIBUTION:

- Original - ED/CIB/CM/DOC
- 1 - Originator
- 2 - OD/DCOB/NDS OPS
- 1 - OD/DCOB/OPS CTL
- 2 - Logistics

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INITIATOR 	SECTION <u>DCOB</u>	DATE <u>8/28/84</u>	(IF NEW, ASSIGNED BY TSS) <u>STAT</u>
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SYSTEM AFFECTED: <u>1100/OPS</u> <u>1100/M&A</u> <u>COINS</u> <u>RTMS</u> <u>XX OTHER</u>			
BRANCH CHIEF SIGNATURE _____ DATE <u>MICRODATA</u> 4700			
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NEED FOR CHANGE: <p style="margin-left: 40px;">Initial Operations Procedures.</p>			
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Purpose

1. This procedure defines responsibility for operating and maintaining the Centralized Supply System (CSS) MICRODATA 4700 computer. It also contains detailed instructions for computer operations and provides guidelines to ensure proper contact between Operations Division (OD) personnel and support representatives.

References

2. The following documents, on file at the CSS console, may be utilized for reference material:

- a. Minicomputer Operations Manual - MICRODATA 8000, 29 May 1984
- b. Printer Operators Manual - February 1977
- c. Operators Guide - Prism 4 Terminal - Models 5433 and 5434

Responsibility

3. All OD personnel associated with any facet of the operation or maintenance of the MICRODATA 4700 hardware, maintenance of the CSS software, or coordination of CSS activity are responsible for compliance with procedural instructions contained herein.

Background

4. The CSS computer, a MICRODATA 4700, is located in DCOB Computer Room B. Remoted terminals for daily operations are located in Support Group Supply, first floor addition, Building 213. The CSS computer is available for use 24 hours a day, 7 days a week.

Policy

5. Daily operation of the remote CSS terminals for input and manipulation of data will normally be accomplished by Support Group supply personnel located on the first floor addition of [] Specific jobs to be run on a scheduled basis by DCOB computer operators along with their independent procedures are listed in paragraph 11. Point of contact for all discussions on these items is [] in Logistics.

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6. Hardware maintenance on the MICRODATA 4700 system is to be accomplished by MICRODATA representatives. The maintenance contract stipulates that the Government is entitled to weekday maintenance service availability during the period of nine consecutive hours between the hours of 8 a.m. to 5 p.m. daily, Monday through Friday except legal holidays.

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The shift supervisor is responsible for contacting MICRODATA and coordinating such activity should it become necessary. MICRODATA California Central Dispatch contact number to be used at all times is [REDACTED] It will be necessary to provide the dispatcher with the unit serial number and a description of the problem. Present unit numbers are: Printer- C64148C, CPU- Model B4700:00 Serial # 17578 and CRT- Model Prism Serial # V7578.

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7. Shift supervisors will ensure that all hardware faults are documented on Hardware Discrepancy Reports. The OCO will ensure that software faults and any unscheduled outages are reported through NPIC Discrepancy Report documentation.

8. Software problems are to be referred, by the OCO, [REDACTED] Engineering Division, Software Engineering Branch (ED/SEB).

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Operations Procedures

9. DCOB computer operations personnel are responsible for operating and monitoring the MICRODATA 4700 components located in computer room B. Operational status checks will be made by DCOB computer operations personnel each half hour at a minimum. Output printouts will be gathered at that time and placed on the DCOB customer service table for pickup. A log notation shall be made each time the system is checked and shall contain any remarks deemed appropriate at that time. Any contacts with personnel outside of DCOB relative to the operation or maintenance of any CSS component (HW or SW) shall be noted, with the appropriate date/time of contact, in the CSS console log.

10. DCOB computer operations personnel are responsible for performing system dumps, system power up, power down, recovery from lost interruptions, warm starts, cold starts, preparation for and execution of 'RESTORE' and system set up when specifically tasked or when determined as necessary by the shift supervisor and/or the OCO. Specific procedures, including those noted in paragraph 11 below, are contained in the Minicomputer Operations Manual (ref para 2a). Should the system need to be restarted for any reason, the following should be tried, in the order indicated. If one procedure does not work, repeat it. If it still does not work, try the next one:

- a. Warmstart (Chapter 5)
- b. Coldstart X (Chapter 6)
- c. Coldstart A (Chapter 7)
- d. Coldstart AF* (Chapter 9)

* The Coldstart AF should be tried only after the others fail. Before attempting this, the Shift Supervisor or the OCO will have to make the decision and inform [REDACTED] in Logistics that this action will be taken and some data will be lost. When doing Coldstart AF, it is very important to use the most recent BACKUP available. BACKUP tapes are filed in the cabinet next to the CPU and are labeled with days/dates of the week on which they were run, Monday through Friday.

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11. DCOB computer operations personnel are responsible for performing daily BACKUP. The daily BACKUP routine will be run at/near 2200 hours (before midnight) every Monday through Friday (excluding holidays). The following procedures apply to the four major jobs that DCOB computer operators are required to run:

a. DAILY BACKUP:

- (1) Clean the tape drive head.
- (2) Update the tape log book.
- (3) The tapes to be used are to be double labeled. The master label placed on the tape case ring will contain, in large bold lettering, only the name of the weekday on which the individual tape is to be run. A standard label, fully annotated, will be placed on the tape reel each time the individual tape is run. The label entry FILE: should contain the phrase 'CSS BACKUP' and the name of the weekday corresponding to the date entered on the label. Older labels should be removed.
- (4) Place a plastic write ring in the tape labeled in step (3).
- (5) Power on tape drive by pressing the POWER button.
- (6) Mount the tape on the tape drive and position the tape at load point by pressing the LOAD button two times.
- (7) Press the ON-LINE button.
- (8) Logon to the backup account:

LOGON : SYSPROG
PASSWORD: Private
- (9) Initiate the BACKUP procedure by keying: FILE-SAVE.
- (10) Routine will prompt you for blocksize with "If desire other than 2043 enter value": Key in 8192.
- (11) Routine will then test tape and prompt for internal tape label. Key in todays date: dd mmm yy .
- (12) BACKUP will then begin.
- (13) When there is too much data for one tape, the tape drive will stop after the first tape is full and the following message will appear:

'MOUNT REEL #02; LABEL=Y]17:31:22 JUL 1983
'TYPE C to continue* (ENTER C)

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(14) Remove the first reel, mount the second reel and enter 'C'. When the second reel is completed, these messages will appear:

548 ITEMS DUMPED
[99] 5 TAPE RECORDS WRITTEN
[94] END OF FILE

NOW PRODUCING FILE-STATISTICS REPORT

***** BACKUP COMPLETE *****

(15) When the second reel has rewound, remount the first reel for the tape-check routine. Otherwise, the following message will appear:

'INCORRECT REEL NUMBER"
'TYPE C TO CONTINUE'

(16) Mount reel #01 of the file save and key in 'C'. When the first reel has completed the tape-check routine, the following message will appear:

'MOUNT REEL #2: LABEL=]17:31:22 22 JUL 1983'
'TYPE C TO CONTINUE*'

(17) Mount the second reel of tape and enter 'C'.

(18) Other than the sequence of mounting and checking the second tape, the file save procedures are the same for one or two reels of tape.

(19) Remove the tape from the tape drive.

(20) Remove the write ring from the tape. Store the tape in the cabinet located between the CPU and the printer.

(21) Check the file statistics to verify that the number of Group Format Errors (GFE) is 0. If the number of GFEs is not 0, notify the Shift Supervisor and the OCO. The OCO will contact ED/SEB the following normal duty day.

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(22) Place the file statistics listing in the Daily Backup Statistics binder.

(23) Verify that the Tape Log and Tape Labels are correct.

b. Weekend Jobs to be run between Friday BACKUP and the start of normal Monday work hours: (NOTE: Printouts are to be placed on the DCOB data output pick up table in computer room A.)

(1) Report 104 (1 copy)

(a) Machine will prompt: LOGON: Type in LADS and enter.
PASSWORD: Type in PASSWORD and enter.

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- (b) Machine will prompt: _
Type in R104 and enter.
 - (c) Machine will prompt: Do You Wish to Sleep (Y/N)?
Type in N and enter.
 - (d) Machine will prompt: OK, I Am Awake and Executing.
: R104 Sent to Printer.
:
Type in OFF and enter or go on to the next report.
- (2) Report 109 (3 copies--must be run three individual times)
- (a) Machine will prompt: LOGON: Type in LADS and enter.
PASSWORD: Type in PASSWORD and enter.
 - (b) Machine will prompt: _
Type in R109 and enter.
 - (c) Machine will prompt: Do You Wish to Sleep (Y/N)?
Type in N and enter.
 - (d) Machine will prompt: OK, I Am Awake and Executing.
: R109 Sent to Printer.
:
Repeat steps (b) through (d) two additional times.
 - (e) Machine will prompt: _
Type in OFF and enter or go on to the next report.
- (3) Report 115 (3 copies--must be run three individual times)
- (a) Machine will prompt: LOGON: Type in LADS and enter.
PASSWORD: Type in PASSWORD and enter.
 - (b) Machine will prompt: _
Type in R115 and enter.
 - (c) Machine will prompt: Do You Wish to Sleep (Y/N)?
Type in N and enter.
 - (d) Machine will prompt: OK, I Am Awake and Executing.
: R115 Sent to Printer.
:
Repeat steps (b) through (d) two additional times.
 - (e) Machine will prompt: _
Type in OFF and enter or go on to the next report.

Operations Maintenance Procedures

12. DCOB computer operations personnel are responsible for performing preventive maintenance actions on the CSS system as follows:

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a. Tape drive heads, rollers and guides shall be cleaned once during each day shift. Solvent and cloth materials utilized for Centennial and Sperry drives in the computer facility shall be used to perform this function.

b. The printer shall be subjected to general cleaning procedures each Monday during day shift in accordance with reference contained in paragraph 2b above.

c. Operators will ensure that a paper load and a functional ribbon is always in place. Procedures for paper loading, ribbon checking, and functional checks are all described in reference contained in paragraph 2b above.

13. Formal MICRODATA representative preventive maintenance visits will be scheduled by C/OSS, DCOB, in accordance with the provisions of the maintenance contract with MICRODATA. Operators need not prepare the system in any way for MICRODATA PM. Normally, MICRODATA will not take the system down during PM. If, for any reason the system is taken down during PM and remains down when MICRODATA departs, operators should follow normal power up and start procedures listed herein and in paragraph 2 references.